



City of Hercules

111 Civic Drive
Hercules, CA 94547

Meeting Minutes

City Council

Mayor Dion Bailey
Vice Mayor Chris Kelley
Council Member Alex Walker-Griffin
Council Member Dilli Bhattarai
Council Member Tiffany Grimsley

Dante Hall, City Manager
Christie Crowl, City Attorney
Eibeleis Melendez, City Clerk

Wednesday, November 12, 2025

6:00 PM

CLOSED SESSION - 6:00 PM ; REGULAR MEETING - 7:00 P.M

In-Person in Council Chambers or Via Zoom:

Zoom ID: 812 6323 1485 Zoom Passcode: 763120

Zoom Phone Number: 1-669-900-6833

I. SPECIAL CLOSED SESSION – CALL TO ORDER - ROLL CALL - 6:00 PM

1A. CONSIDER AND TAKE ACTION ON ANY REQUEST FROM A COUNCIL MEMBER TO PARTICIPATE IN A MEETING REMOTELY DUE TO JUST CAUSE OR EMERGENCY CIRCUMSTANCES PURSUANT TO AB 2449

Vice Mayor Kelley opened the meeting. Mayor Bailey was not in attendance for Closed Session but did attend the regular meeting.

Present: 3 - Council Member Dilli Bhattarai, Vice Mayor C. Kelley, and Council Member A. Walker-Griffin

Absent: 2 - Mayor D. Bailey, and Council Member T. Grimsley

II. PUBLIC COMMUNICATION - CLOSED SESSION ITEMS

NONE

III. CONVENE INTO CLOSED SESSION

The Hercules City Council will meet in Closed Session regarding the following:

City Attorney, Christie Crowl, read the title of the item to be discussed in Closed Session. City Council and Staff recessed into Closed Session.

1. [25-298](#) Pursuant to Government Code Section 54957.6 Conference With Labor Negotiators - City Negotiators: Dante Hall, City Manager; Edwin Gato, Director of Finance; relative to the following employee groups:
 - a. Hercules Police Officers Association

IV. REGULAR MEETING – CONVENE TO OPEN SESSION - ROLL CALL - 7:00 P.M.

Present: 4 - Council Member Dilli Bhattarai, Mayor D. Bailey, Vice Mayor C. Kelley, and Council Member A. Walker-Griffin

Absent: 1 - Council Member T. Grimsley

V. REPORT ON ACTION TAKEN IN CLOSED SESSION

The City Attorney stated that there was no final or reportable action taken in Closed Session.

VI. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Council Member Walker-Griffin.

VII. MOMENT OF SILENCE

NONE

VIII. INTRODUCTIONS/PRESENTATIONS/COMMISSION REPORTS

1. [25-303](#) Proclamation - Veterans Day and the Conclusion of the 50th Anniversary Commemoration of the Vietnam War

Attachments: [Veterans Day Proclamation](#)

Mayor Bailey presented the proclamation. Council provided remarks. Hercules Police Volunteer and Veteran, Paul Cardaropoli, accepted the proclamation and said a few words after Senator Arreguin's presentation. Pictures were taken.

2. [25-296](#) Presentation from Senator Jesse Arreguín

Attachments: [Presentation - State Legislative Update - City of Hercules.pdf](#)

Senator Arreguin presented the State Legislative Update. Council provided comments and asked questions. Senator Arreguin responded. Pictures were taken. This was an informational item.

IX. AGENDA ADDITIONS/DELETIONS

NONE

X. PUBLIC COMMUNICATIONS

NONE

This time is reserved for members of the public to address issues not included in the agenda. In accordance with the Brown Act, Council will refer to staff any matters brought before them at this time, and those matters may be placed on a future agenda.

Individuals wishing to address the City Council are asked to complete a form indicating the name and address of the speaker and the general topic to be addressed. Speakers must make their comments from the podium and will be allowed 3 minutes to discuss their concerns. All public comments are recorded and become part of the public record. A limit of 30 minutes will be devoted to taking public comment at this point in the agenda. If any speakers remain at the conclusion of the initial 30 minute period, time will be reserved at the conclusion of the meeting to take the remaining comments.

XI. PUBLIC HEARINGS

NONE

XII. CONSENT CALENDAR

MOTION: A motion was made by Council Member Bhattarai, seconded by Vice Mayor Kelley, to adopt the Consent Calendar. The motion carried by the following vote:

Aye: 4 - Council Member Dilli Bhattarai, Mayor D. Bailey, Vice Mayor C. Kelley, and Council Member A. Walker-Griffin

Absent: 1 - Council Member T. Grimsley

1. [25-297](#) Meeting Minutes for the Regular Meeting of October 28, 2025

Attachments: [Meeting Minutes for the Regular Meeting of October 28, 2025](#)

APPROVED

2. [25-302](#) Agreement with Townsend Public Affairs, Inc. for State Legislative Advocacy Services
RECOMMENDATION:
Staff recommends that the City Council approve a resolution authorizing the City Manager to execute a professional services agreement with Townsend Public Affairs, Inc. ("TPA") to provide lobbying and advocacy services. Additionally, it is recommended that the Fiscal Year (FY) 2025-26 Budget be amended to allocate funds from the General Fund Reserve in an amount not to exceed \$47,000.

Attachments: [Staff report - Lobbying and Advocacy Services Agreement with Townsend Public Affairs, Inc](#)
[Attach 1 - Resolution](#)
[Attach 2 - TPA Proposal](#)

RESOLUTION 25-071, APPROVED

3. [25-292](#) Updated Records Retention Schedule and Records and Information Management (RIM) Program Policy
RECOMMENDATION:
Adopt a resolution adopting the updated Records Retention Schedule and Records and Information Management Program Policy and rescinding Resolution 18-028.

Attachments: [Staff Report- Update of Records Retention Schedule and Policy](#)
[Attach 1 - Resolution](#)
[Exhibit A - Final Draft of Updated Records Retention Schedule 2025](#)
[Exhibit B - Draft Hercules Citywide RIM Program Policy - 2025](#)
[Attach 2 - Resolution 18-028](#)
[Attach 3 - 2018 Records Retention Schedule](#)

RESOLUTION 25-072, APPROVED

4. [25-300](#) Acceptance of a Grant Award From the State of California Office of Traffic Safety Selective Traffic Enforcement Program(STEP)
RECOMMENDATION:
Staff recommends that the City Council adopt a resolution to accept the State Office of Traffic Safety grant award of \$75,000 on behalf of the City of Hercules

Attachments: [Staff Report - Office of Traffic Safety Grant Award](#)
[Attach 1 - Resolution](#)
[Attach 2 - Signed Grant Agreement](#)

RESOLUTION 25-073, APPROVED

5. [25-294](#) Accept the Investment Report for the Quarter Ending September 30, 2025
RECOMMENDATION:
Accept the Investment Report for the Quarter Ending September 30, 2025.

Attachments: [Staff Report](#)
[Attach 1 - Quarterly Investment Report](#)

APPROVED

XIII. DISCUSSION AND/OR ACTION ITEMS

1. [25-268](#) FY 25-26 Co-sponsored Special Events Update
RECOMMENDATION:
Staff recommends that the City Council receive an update on special events co-sponsored by the city and the Bay Front Chamber of Commerce during the current FY 25-26.

Attachments: [Staff Report - Special Events Update. rev1](#)
[Attach 1 - 2022-23 - Cultural Festival - recap](#)
[Attach 2 - 2023-24 - Cultural Festival - recap](#)
[Attach 3 - 2024-25 - Cultural Festival - recap](#)

Parks and Recreation Director, Christopher Roke, presented the Staff Report. No public comment. Council asked questions and provided comments. City Manager, Dante Hall and Director Roke provided a response. No action was taken on this item.

2. [25-295](#)

Fourth of July Celebration for 2026

RECOMMENDATION:

Staff recommends that the City Council receive an update on the planning for the Fourth of July 2026 Celebration and provide direction to staff on whether to proceed with fireworks on a barge, a drone show, or pursue a co-sponsored parade and 5K Fun Run with community partners.

Attachments: [Staff Report](#)

Parks and Recreation Director, Christopher Roke, presented the Staff Report. Council asked questions and provided comments. No public comment. City Manager Hall and Director Roke provided a response. Council provided direction to Staff. Action was taken on this item.

MOTION: A motion was made by Council Member Walker-Griffin, seconded by Vice Mayor Kelley, for staff to move forward with a parade and 5k run in lieu of a fourth of July event. The motion carried by the following vote:

Aye: 4 - Council Member Dilli Bhattarai, Mayor D. Bailey, Vice Mayor C. Kelley, and Council Member A. Walker-Griffin

Absent: 1 - Council Member T. Grimsley

3. [25-293](#)

FY 25-26 1st Quarter Budget Report

RECOMMENDATION:

Review and accept the First Quarter Budget Report for the fiscal period concluding on September 30, 2025.

Attachments: [Staff Report](#)

[Attach 1 - General Fund Year-To-Date Revenue Report](#)
[Attach 2 - General Fund Year-To-Date Expenditure Report](#)
[Attach 3 - All Funds Year-To-Date Revenues and Expenditures Report](#)
[Attach 4 - Active Capital Projects Report](#)

Finance Director, Edwin Gato, presented the Staff Report. Council asked questions and provided comments. Director Gato provided a response. No public comment. This was an informational item. No action was taken.

XIV. PUBLIC COMMUNICATIONS

NONE

This time is reserved for members of the public who were unavailable to attend the Public Communications period during Section X of the meeting, or were unable to speak due to lack of time. The public speaker requirements specified in Section X of this Agenda apply to this Section.

XV. CITY COUNCIL/CITY MANAGER/CITY ATTORNEY ANNOUNCEMENTS, COMMITTEE, SUB-COMMITTEE AND INTERGOVERNMENTAL COMMITTEE REPORTS AND FUTURE AGENDA ITEMS

This is the time for brief announcements on issues of interest to the community. In accordance with the provisions of the Brown Act, matters which do not appear on this agenda but require City Council discussion may be either (a) referred to staff or other resources for factual information or (b) placed on a future meeting agenda.

1. Regional Committee

- a. Contra Costa Mayors Conference
- b. Hercules/ Pinole - WasteWater Management
- c. League of Cities
- d. Water Emerg. Transportation Authority
- e. WCCIWMA
- f. WCCTAC
- g. West Co. Mayors & Supervisors Assoc. Meeting
- h. WestCat
- i. MCE
- j. CCTA
- k. East Bay Wildfire Coalition of Governments

2. City Council Committees and Subcommittees

- a. Econ. Dev. Subcommittee
- b. Traffic and Public Safety Committee
- c. East Bay Economic Development Alliance
- d. Education Subcommittee

3. Commission Liaisons

- a. Community & Library Services Commission
- b. Finance Commission
- c. Planning Commisison

No announcements from City Manager and City Attorney

1. Regional Committees

Mayor Bailey reported out on the Contra Costa Mayors Conference

2. City Council Committees and Subcommittees

Vice Mayor Kelley reported out on the California Council of Governments Board meeting

3. Commission Liaisons

No reports were provided

Council Members also reported out on events they attended throughout the City and County.

There were no future agenda items requests.

XVI. ADJOURNMENT

Mayor Bailey adjourned the meeting at 8:40pm.

Dion Bailey, Mayor

Attest:

Eibleis Melendez, City Clerk